

2 May 2003

Appendix A**Checklist for USNA Applicants**

- ___ 1. Preliminary Application completed (via the following web address: www.usna.edu/Admissions/pre-application). Be sure to indicate that you are Active Duty or Reserve, and Rate/Rank. High School name should be entered as FLEET, with the following high school ETS code: 999998.
- ___ 2. Application request for a Secretary of the Navy nomination submitted via the chain of command following the sample provided on Appendix A-2 through A-3.
- ___ 3. Commanding Officer's Endorsement/Recommendation following the sample provided on Appendix A-4. Attached to candidate's SECNAV application request. Original and one copy forwarded to Admissions Office, United States Naval Academy (USNA).
- ___ 4. All High School and College Transcript(s) ordered and sent to Admissions Office, USNA.
- ___ 5. Official SAT/ACT Test scores ordered and sent to Admissions Office, USNA. SAT and/or ACT Tests re-taken if scores are over 2 years old.
- ___ 6. Candidate packet received from USNA completed and returned as soon as possible. All forms are required to be completed. **(Do not send any of the forms back to your high school for "official" signature)**. These forms should be verified and signed by your Command Career Counselor, or a Commissioned Officer in your chain of command.
- ___ 7. After receiving your candidate number and candidate packet, make contact with the DOD Medical Examination Review Board (DODMERB), and schedule an appointment. You can reach them through their scheduling number at 1-800-841-2706.

Enclosure (1)

2 May 2003

FOR OFFICIAL USE ONLY (WHEN FILLED IN)
SAMPLE FORMAT FOR LETTER OF APPLICATION
(submit original and one copy)

(Date)

From: (Rate, Full Name, Branch, SSN)
To: Superintendent, U.S. Naval Academy
ATTN: Nominations and Appointments
117 Decatur Road
Annapolis, Maryland 21402-9978
Via: (Commanding Officer) (complete mailing address,
including Zip Code)

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

Ref: (a) OPNAVINST 1420.1A

1. Per reference (a), I hereby request a Secretary of the Navy nomination under the Reserve category for appointment to the Naval Academy for the class which will enter in the summer of 20XX. The requirements for appointment to the Naval Academy by the Secretary of the Navy under the Naval and Marine Corps Regular/Reserve Program have been fully explained to me and are understood. I am prepared to fulfill these requirements and hereby apply to compete for such appointment.

2. I certify that I have read, understand and comply with the eligibility requirements in the areas of U.S. citizenship, age, moral character, conduct/disciplinary record, marital status and dependents.

3. The following pertinent information is provided:

a. Date of birth: _____

b. Standardized test scores (SAT and/or ACT):

SAT Verbal _____ SAT Math _____
ACT English _____ ACT Math _____

c. Date of enlistment
(active duty service date(ADSD)): _____

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d. Military mailing address (applicant is responsible for
advising the Naval Academy of changes in military address):

e. Duty Phone _____ Home Phone _____

f. If registered to vote, home address on voter
registration card (home of record if not registered to vote):

4. My high school and/or college background is as follows:

Name	Address	Dates	Graduate (Yes/No)	Class Standing (if available)
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5. My Service School(s) background is as follows:

Name	Date(s) completed	Class Standing/GPA (if applicable)
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6. I (have/have not) previously been a candidate for any
service academy. I (have/have not) previously attended a
preparatory school sponsored by a military service.

7. In the event that I am not selected for direct appointment
to the Naval Academy, I (do/do not) wish to be considered for
admission to the Naval Academy Preparatory School with the next
convening class.

(Signature)

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SAMPLE FORMAT FOR COMMANDING OFFICER'S ENDORSEMENT
(submit original and one copy)

SSIC
Originator Code
(date)

FIRST ENDORSEMENT on (Rate, Name, SSN) ltr of (date)

From: Commanding Officer, (Unit)
To: Superintendent, U.S. Naval Academy
ATTN: Nominations and Appointments
117 Decatur Road
Annapolis, MD 21402-9978

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO THE
U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY SCHOOL

1. Forwarded, (for consideration/recommending/strongly recommended) (approval/disapproval) for direct appointment to the Naval Academy.
2. The information contained in paragraph 2 of the basic letter has been verified. Average marks at this command in:
Military Bearing/Character _____, Job Accomplishment/
Initiative _____, Teamwork _____, Leadership _____.
Results of latest Physical Readiness Test (PRT)_____.
3. (Use this paragraph for pertinent data such as: decorations and awards, meritorious masts, letters of commendation, special qualifications, etc.)
4. (Use this paragraph for comments concerning commanding officer's evaluation of motivation and suitability of the applicant for a career as a naval officer).
- 5*. In the event of non-selection for a direct appointment, the applicant (is/is not) recommended for admission to the Naval Academy Preparatory School.

(signature)

** This paragraph pertains only to those applicants that will not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.*

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SAMPLE NAVAL MESSAGE FORMAT FOR DEPLOYED UNITS

FROM: COMMAND
TO: USNA ANNAPOLIS MD//17A//
UNCLAS//NO1531//FOUO
MSGID/GENADMIN/(COMMAND IDENTIFIER)//
SUBJ: APPLICATION REQUEST FOR SECNAV NOMINATION
REF/A/OPNAVINST 1420.1A//
RMKS/1. COMMANDING OFFICER, (UNIT) _____,
RECOMMENDS (FULL NAME) USN/USNR, SSN: _____
FOR ADMISSIONS CONSIDERATION.
2. RATE, USN/USNR
3. ACTIVE DUTY SERVICE DATE (ADSD):
4. DATE OF BIRTH:
5. SEX:
6. ETHNIC ORIGIN: (Refer to Officer Programs Application for categories)
7. CITIZENSHIP:
8. MARITAL STATUS: (MUST BE SINGLE/NO DEPENDENTS)
9. HIGH SCHOOL/COLLEGE GRADUATION DATE(S):
10. HIGH SCHOOL/COLLEGE ATTENDED: NAME:
CITY:
STATE:
11. SERVICE SCHOOL(S) BACKGROUND: NAME:
DATE(S) COMPLETED:
CLASS STANDING (IF KNOWN):
GPA (IF KNOWN):
12. SCHOLASTIC APTITUDE TEST (SAT)/ AMERICAN COLLEGE TEST (ACT) SCORES (IF KNOWN):
13. NARRATIVE RECOMMENDATION: (INCLUDE DECORATIONS AND AWARDS, MERITORIOUS MAST, LETTERS OF COMMENDATION, SPECIAL QUALIFICATIONS, C.O. EVALUATION OF MOTIVATION AND SUITABILITY FOR SERVICE AS A CAREER NAVAL OFFICER)
14. IS SHIP/SQUADRON/UNIT DEPLOYED:
15. AVERAGE MARKS AT PRESENT COMMAND:
MILITARY BEARING/CHARACTER:
JOB ACCOMPLISHMENT/INITIATIVE:
TEAMWORK:
LEADERSHIP:
16. RESULTS OF LATEST PHYSICAL READINESS TEST (PRT):
17. CURRENT MAILING ADDRESS FOR APPLICANT:
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Enclosure (1)